REPORTS INVENTORY

Classification

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
			NARRATIVE
Records Review			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | 6. DISTRIBUTION (No. of components not number of copies) |
| 3 | Monthly | Hq Comd, USAF |

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Form Letter	X	YES	IF YES GIVE ADP PROCESSING NO.	AF Manual 30-3
		NO	HAF-P223	

| 10. PREPARING COMPONENT (Include lowest level contributing information to report) | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) |
| AF Branch/MMPD | None |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05 to GS-15	$5.00		1 1/2		$7.50		12		$90.00

B. COSTS OF COMPUTER PRODUCED REPORTS

| TOTAL COSTS PER YEAR | |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Directed by US Air Force.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
X RETAIN AS IS OTHER (explain)		
CHANGE		
DISCONTINUE		

| 16. DATE OF INVENTORY | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | 18. EXTENSION |
| 16 October 1970 | Chief, Processing Section | |

FORM 112

Classification

(22-36-43)